



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 25, 2009

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

Attached are the quarterly reports for the period of October 1, 2009 through December 31, 2009, regarding departments' requests and reasons for their overtime. The reports classify overtime hours or shifts for each department into the following specific categories:

- Implementation of new programs;
- Workload and/or caseload increases;
- Vacancies;
- Recruitment issues or hiring delays; and/or
- Hiring freeze.

The first report (Attachment I) identifies the number of overtime hours for FLSA-covered positions, and the second report (Attachment II) identifies the number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off).

Responses were received from 36 departments. A total of 1,935,152 hours and a total of 9,363 shifts were requested.

Summary information within each of the categories will be discussed below:

"To Enrich Lives Through Effective And Caring Service"

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Workload/Caseload Increases

The primary reason most departments gave for requiring overtime for both shifts and hours was for workload and/or caseload increases. Approximately 73 percent of the total hours requested and approximately 86 percent of the total shifts requested were required for this reason. (Exceptions include the Sheriff, Office of Public Safety, and Animal Care and Control, which requested more hours primarily due to vacancies.)

Vacancies

Approximately 23 percent of overtime hours and approximately five percent of shifts were requested by departments for this reason.

Implementation of New Programs

Approximately three percent of overtime hours, as well as approximately nine percent of shifts were requested primarily for this reason.

Recruitment, Hiring Delays and Hiring Freeze

Less than one percent of overtime hours and shifts were requested for recruitment and hiring delays. Less than one percent of overtime hours and shifts were requested because of hiring freeze limitations, and the majority of them are due to a Department of Public Works self-imposed hiring freeze in anticipation of decreased State funding.

The departments' request for overtime represent the maximum possible overtime hours that may be required, and it is possible that all hours and shifts requested may not be used during the quarter. Chief Executive Office (CEO) staff will continue to monitor all future requests for overtime on a quarterly basis, and the specific circumstances behind the requests.

If you have any questions, please call me or your staff may contact Ed Corser at (213) 974-2291.

WTF:SK:CA
EC:CL:yjf

Attachments

c: All Department Heads (via electronic mail)

**COUNTY OF LOS ANGELES
QUARTERLY REQUEST FOR OVERTIME RECAP
OVERTIME HOURS REQUESTED BY DEPARTMENT**

October 2009 - December 2009

Department	Total Overtime Hours Requested for Positions Coded c or n	Department Percent of Total Hours	Reason for Overtime					Total Hours Reported in the New Format
			# of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	
Affirmative Action Compliance	40	0.00%	0	40	0	0	0	40
Agricultural Commissioner/Weights & Measures	8,810	0.46%	0	6,496	1,170	1,144	0	8,810
Alternate Public Defender	688	0.04%	0	688	0	0	0	688
Animal Care & Control	3,918	0.20%	0	356	3,562	0	0	3,918
Assessor	17,097	0.88%	1,320	14,067	0	1,710	0	17,097
Auditor Controller	3,296	0.17%	0	3,296	0	0	0	3,296
Beaches and Harbors	622	0.03%	176	286	160	0	0	622
Board of Supervisors	1,210	0.06%	73	1,137	0	0	0	1,210
Chief Executive Office	2,509	0.13%	0	2,509	0	0	0	2,509
Chief Information Office	32	0.00%	0	32	0	0	0	32
Children & Family Services	48,643	2.51%	4,282	44,243	118	0	0	48,643
Child Support Services	3,624	0.19%	1,812	1,812	0	0	0	3,624
Community & Senior Services	2,441	0.13%	0	2,441	0	0	0	2,441
Consumer Affairs	133	0.01%	0	133	0	0	0	133
Coroner	1,543	0.08%	0	1,098	229	216	0	1,543
County Counsel	302	0.02%	0	302	0	0	0	302
District Attorney	1,771	0.09%	0	1,765	6	0	0	1,771
Fire	828,675	42.82%	0	828,675	0	0	0	828,675
Human Resources	1,099	0.06%	66	1,033	0	0	0	1,099
Internal Services Department	26,530	1.37%	0	22,882	3,648	0	0	26,530
Mental Health	40,729	2.10%	12,464	21,690	3,917	2,608	50	40,729
Military & Veterans Affairs	0	0.00%						
Museum of Art	452	0.02%	0	452	0	0	0	452
Museum of Natural History	600	0.03%	0	0	0	0	0	600
Office of Public Safety	53,539	2.77%	0	19,425	33,820	294	0	53,539
Parks & Recreation	2,607	0.13%	800	1,760	47	0	0	2,607
Probation	34,860	1.80%	0	34,541	213	106	0	34,860
Public Defender	690	0.04%	64	626	0	0	0	690
Public Health	81,841	4.23%	1,506	77,676	1,614	786	259	81,841
Public Social Services	35,465	1.83%	1,690	33,571	0	164	40	35,465
Public Works	69,783	3.61%	1,920	44,768	3,395	2,581	17,119	69,783
Public Library	7,512	0.39%	163	7,075	154	120	0	7,512
Registrar-Recorder	35,087	1.81%	984	33,978	125	0	0	35,087
Regional Planning	584	0.03%	93	375	16	100	0	584
Sheriff	615,999	31.83%	20,400	209,670	386,929	0	0	615,999
Treasurer & Tax Collector	2,421	0.13%	132	2,247	42	0	0	2,421
TOTAL HOURS	1,935,162	100.00%	48,545	1,421,145	438,165	9,829	17,468	1,935,162
			2.51%	73.44%	22.64%	0.51%	0.90%	100.00% *

* Totals may not add up to exactly 100% due to rounding.

**COUNTY OF LOS ANGELES
QUARTERLY REQUEST FOR OVERTIME RECAP
OVERTIME SHIFTS REQUESTED BY DEPARTMENT**

October 2009 - December 2009

Department	Total Overtime Shifts Requested for Positions Coded x	Department Percent of Total Shifts	Reason for Overtime						Total Shifts Reported in the New Format
Affirmative Action Compliance	48	0.51%	# of Overtime Shifts Requested due to Implementation of New Programs	# of Overtime Shifts Requested due to Workload and/or Caseload Increases	# of Overtime Shifts Requested due to Vacancies	# of Overtime Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Shifts Requested due to Hiring Freeze		48
Agricultural Commissioner/Weights & Measures	28	0.30%	0	48	0	0	0		28
Alternate Public Defender	9	0.10%	0	27	1	0	0		9
Animal Care & Control	29	0.31%	0	9	0	0	0		29
Assessor	50	0.53%	0	27	2	0	0		50
Auditor Controller	897	9.58%	0	50	0	0	0		897
Beaches and Harbors	0	0.00%	0	897	0	0	0		
Board of Supervisors	65	0.69%	No Overtime Shifts Requested						65
Chief Executive Office	1,243	13.28%	4	61	0	0	0		1,243
Chief Information Office	18	0.19%	0	1,243	0	0	0		18
Children & Family Services	766	8.18%	0	18	0	0	0		766
Child Support Services	72	0.77%	219	521	8	18	0		72
Community & Senior Services	217	2.32%	36	36	0	0	0		217
Consumer Affairs	0	0.00%	0	217	0	0	0		
Coroner	0	0.00%	No Overtime Shifts Requested						
County Counsel	45	0.48%	0	45	0	0	0		45
District Attorney	858	9.16%	0	858	0	0	0		858
Fire	448	4.78%	0	448	0	0	0		448
Human Resources	447	4.77%	19	325	100	3	0		447
Internal Services Department	40	0.43%	0	31	9	0	0		40
Mental Health	582	6.22%	130	363	84	3	2		582
Military & Veterans Affairs	0	0.00%	No Overtime Shifts Requested						
Museum of Art	0	0.00%	No Overtime Shifts Requested						
Museum of Natural History	0	0.00%	No Overtime Shifts Requested						
Office of Public Safety	37	0.40%	0	30	7	0	0		37
Parks & Recreation	298	3.18%	105	193	0	0	0		298
Probation Department	87	0.93%	0	87	0	0	0		87
Public Defender	31	0.33%	0	31	0	0	0		31
Public Health	1,274	13.61%	65	1,049	129	21	10		1,274
Public Social Services	304	3.25%	120	184	0	0	0		304
Public Works	150	1.60%	19	107	7	0	17		150
Public Library	97	1.04%	37	52	7	0	1		97
Regional Planning	12	0.13%	0	9	3	0	0		12
Registrar-Recorder	372	3.97%	56	285	29	2	0		372
Sheriff	758	8.10%	0	710	48	0	0		758
Treasurer & Tax Collector	81	0.87%	5	76	0	0	0		81
TOTAL SHIFTS	9,363	100.00%	815	8,037	434	47	30		9,363

* Totals may not add up to exactly 100% due to rounding.

8.70%

85.84%

4.64%

0.50%

0.32%

100.00% *